1.0 **Introduction**

1.1 The Framework for Accountability (FoA) within the United Nations Security Management System (UNSMS) was approved in July 2002, issued as the Secretary General Report to the General Assembly (A/57/365). The strengthened and unified security management system was further considered by the General Assembly in 2007 and resolution A/RES/61/263 dated 2 May 2007 adopted an amended FoA.

1.2 The FoA was further revised based on the recommendations of the Independent Panel of Safety and Security of United Nations Personnel and Premises worldwide (commonly referred to as the Brahimi Report) and approved by the General Assembly Report A/65/320 and came into effect in February 2011.

1.3 The “Framework of Accountability for the UNSMS”, specifies that each Executive Head of United Nations organizations prepares and publishes an internal FoA, documenting individual roles, responsibilities and accountabilities related to safety and security for his/her organization.

1.4. In compliance with the United Nations FoA, the United Nations Population Fund (UNFPA) established its internal framework of accountability, referred to as “the UNFPA Field Security Policy” in September 2004. The Field Security Policy was further revised and approved in October 2008 in accordance with the changes to the United Nations FoA emanating from the May 2007 revision and expanding its scope, thus becoming the UNFPA Security Accountability Policy globally.

1.5 **The Security Accountability Policy provides an overview of responsibilities and accountabilities, while detailed roles and responsibilities of all UNFPA personnel are included in Annex I. The roles and responsibilities are derived from the United Nations FoA, operationalized within the organization based on its internal structure.**

2.0 **Purpose and Scope**

2.1 The purpose of this policy is to establish the Framework of Accountability for UNFPA and detail individual’s roles, responsibilities and accountabilities related to safety and security and aims to ensure that:

2.1.1 This policy is implemented at all levels throughout the organization;
2.1.2 To mainstream and enable safety and security as core components of the organization’s operational and programme activities;
3.0 **United Nations Security Management System (UNSMS)**

3.1 The Secretary-General as the Chief Administrative Officer of the United Nations is accountable to Member States for ensuring the overall safety and security of United Nations personnel, premises and assets at headquarter locations and in the field. The Secretary-General has delegated to the Under-Secretary-General for Safety and Security (USG, United Nations Department for Safety and Security) the responsibility for the executive direction and control of the UNSMS. The USG UNDSS is responsible for developing security policies, practices and procedures for the United Nations system worldwide and coordinating with the organizations of the United Nations to ensure implementation, compliance and support for security aspects of their activities.

3.2 The goal of the UNSMS, as stated in the United Nations FoA, is “…to enable the conduct of United Nations activities while ensuring the safety, security and well-being of personnel and the security of United Nations premises and assets”.

3.3 To achieve this goal, all organizations shall maintain a robust and cohesive security management system and adhere to three principles:
   i. Determination of acceptable risk;
   ii. Provision of adequate and sustainable resources to manage the risk to personnel and their eligible dependents, premises and assets; and
   iii. Development and implementation of security policies and procedures.

3.4 In this regard, the UNSMS, in seeking to establish and maintain operations in insecure and unstable environments, adopts the principle of “how to stay” as opposed to “when to leave” as a tenet of its security management approach.

3.5 In the application of this principle, UNFPA seeks to support continuity of UNFPA in-country programme and operations through the provision of resources and advice for the implementation of safety and security policies and procedures and the mainstreaming of safety and security into the programme cycle.

3.6 In accepting responsibility and accountability for security management, it is recognized that fatalities and/or casualties may occur, even though appropriate efforts are being made and measures implemented to reduce to an acceptable level the risks to United Nations personnel, premises and assets.
3.7 **Inter-Agency Security Management Network (IASMN):** The IASMN is an inter-agency forum that supports the High Level Committee on Management (HLCM) in its comprehensive review of policies and resource-related issues pertaining to the UNSMS. The IASMN is responsible for the development and management of UNSMS policy before it is recommended to the HLCM and/or Chiefs Executive Board (CEB) for approval. The Security Coordinator represents UNFPA in the IASMN.

3.8 **UNFPA and UNSMS at Country Level:** In each country or designated area where the United Nations is present, the senior-most United Nations official is normally appointed by the Secretary-General as the Designated Official for Security, and accredited to the Host Government as such. This individual has overall responsibility for the safety and security of United Nations personnel, premises and assets throughout the country or designated area. The Designated Official chairs a Security Management Team (SMT). The UNFPA representative is a member of the SMT and attends all meetings.

3.9 **Security Budgeting:** To maintain a robust and cohesive security management system, UNFPA will endeavor to provide adequate and sustainable funding to manage the risk to UNFPA personnel, premises and assets. In order to implement safety and security measures in a systematic manner, funding for security measures will come in the following manner.

i. **Central Security Budget at headquarters, New York:** This budget covers one-time security expenditures for country offices, mainly applicable during relocation and upgrading security measures as required. It also supports recurring costs related to security measures applied to personnel, offices and equipment funded through the Institutional Budget.

ii. **Country Security Budgets:** Country offices are expected to include security related expenditures (Minimum Operating Security Standards, (MOSS)/Minimum Operating Residential Security Standards (MORSS)) in all project related activities.

4.0 **UNFPA Security Management System.**

**UNFPA Headquarters**

4.1 **UNFPA Executive Director:** The UNFPA Executive Director is responsible and accountable to the Secretary-General for ensuring that the goal of the UNSMS is met within UNFPA. The Executive Director, therefore, has the overall responsibility for the safety and security of all UNFPA personnel. The detailed security accountability responsibilities of the Executive Director are included in Annex I.
4.2 **Deputy Executive Director, Management (DED (M)):** The DED (M) is the Senior Security Manager within UNFPA and assists the Executive Director in his overall oversight for the coordination and management of UNFPA’s strategic direction on safety and security and implementation of all security policies and procedures. The DED (M) works in coordination with the United Nations organizations in advocating that safety and security are core components of all activities. The detailed security accountability responsibilities of the DED (M) are included in Annex I.

4.3 **Deputy Executive Director, Programme, (DED (P)):** The DED (P) assists the ED in his overall responsibility for the coordination and implementation of UNFPA programme activities and for the oversight of ensuring implementation of security policies and procedures as they relate to programme activities. The detailed security accountability responsibilities of the DED (P) are included in Annex I.

4.4 **Division for Management Services (DMS):** The Director of the Division for Management Services (DMS) is responsible for allocation of financial resources in the institutional budget for the implementation of United Nations/UNFPA security measures throughout the organization. The detailed security accountability responsibilities of the DMS are included in Annex I.

4.5 **Division for Human Resources (DHR):** The detailed security accountability responsibilities of the Director for Human Resources are included at Annex I.

4.6 **Division Directors:** Division directors are responsible for ensuring that safety and security is a core component of all UNFPA programme planning and proposals under their responsibility.

4.7 **Division for Oversight Services (DOS):** Responsible to assess compliance with UNFPA/United Nations security policies in country office audits, to the extent that the audit risk assessment suggests it necessary.

4.8 **Security Coordinator:** Reporting to the DED (Management) the Security Coordinator is responsible for coordinating UNFPA’s global response to safety and security management and providing advice and technical assistance to the Executive Director, Deputy Executive Directors (DEDs) and senior managers on safety and security matters. The Security Coordinator represents UNFPA at the Inter-Agency Security Management Network (IASEMN) and directs the activities of the Office of Security Coordinator (OSC). The detailed security accountability responsibilities of the Security Coordinator are included at Annex I.

4.9 **Deputy Security Coordinator (DSC):** The DSC reports to the Security Coordinator and is responsible to advise and assist the Security Coordinator in the execution of his/her duties. The DSC undertakes the responsibilities of the Security Coordinator during his/her absence. The detailed security accountability responsibilities of the Security Coordinator are included at Annex I.
4.10 **Headquarters Security Specialist**: The UNFPA Headquarters Security Specialist assists the Security Coordinator in the performance of his/her security functions. He/she performs advisory functions as a subject matter expert on physical (premises) security, providing technical clearance for premises and security equipment in accordance with United Nations and UNFPA policies and procedures. He/she is also responsible for the security plan and security arrangements of headquarters in New York.

4.11 **Security Management Group (SMG)**: The SMG comprises headquarters New York Division Directors and selective Branch Chiefs. The SMG is chaired by the DED (M) on behalf of the ED and is responsible for the review of headquarters security plan and security arrangements. The SMG convenes during emergencies to review and analyze the prevailing security situation and make decisions on how to deal with an emergency situation. In the absence of the DED (M), the SMG is chaired by the DED (P).

**UNFPA Liaison/Specialised Offices (LO/SO)**

5.0 **Director/Chief LO/SO**: Director/Chief LO/SO: The Director/Chief of a UNFPA Liaison/Specialised Office outside of New York, *i.e.* in Geneva, Brussels, Copenhagen, Washington DC and Tokyo, is responsible and accountable to the ED for the security of UNFPA personnel and eligible family members, premises and assets within the respective Liaison/Specialized Office. He/she may delegate in writing the day-to-day safety and security activities in support of the office to the Security Focal Point (SFP), preferably a senior member of the office.

**Regional Offices**

6.0 **Regional Director**: The regional directors are accountable to the Executive Director for overall oversight of personnel assigned with security management responsibility within their region. Regional directors will be responsible to monitor the implementation of United Nations/UNFPA security measures within their regions. The regional director will ensure that the UNSMS and UNFPA security policies, directives, guidelines, plans and procedures are applied at all UNFPA entities within the region in coordination with the respective country representative and with the guidance of the OSC.

6.1 The regional directors are responsible for the safety and security of all UNFPA personnel and eligible family members, premises and assets within the regional office. The regional director is to ensure that the regional office and its personnel comply with the decisions of the designated official and the SMT of the country in which the office is located.

6.2 The regional directors are to ensure that a SFP is appointed at the regional office to manage day-to-day security management issues. The function of a SFP is normally
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assigned to the international operations manager at the regional office. The detailed security accountability responsibilities of the regional director are included in Annex I.

6.3 **Regional Security Advisers (RSAs):** The RSA reports to the Security Coordinator and supports him/her in the implementation of United Nations and UNFPA security policies within their regions. The RSA is responsible for advising the regional director as well as UNFPA representatives in their region of their security duties and responsibilities in accordance with the United Nations and UNFPA Security Management Systems. The RSA provides technical oversight and guidance to local security assistants (LSAs) in the region. The detailed security accountability responsibilities of the RSAs are included in Annex I.

**Country Offices**

7.0 **UNFPA Representatives**

1: The Representative is responsible and accountable to ED and reports to the RD for all matters relating to the safety and security of UNFPA personnel and eligible family members, premises and assets in the country. Representatives are members of the UN Security Management System, Security Management Team (SMT) and responsible to attend all SMT meetings. This responsibility may only be delegated during an authorized absence of the Representative from the duty station and only to a Deputy/OIC. SMT members are required to undertake relevant security and crisis management training through UNDSS.

7.1 Representatives are to ensure that a SFP is appointed at the country office to assist him/her in the day-to-day security operations. The function of the SFP may normally be assigned to the international or national operations manager at the country office. The detailed security accountability responsibilities of the UNFPA representative are included in Annex I.

7.2 In Country Offices, where the UNDP Representative is designated as the UNFPA Representative, the UNDP Resident Representative/UNFPA Representative is responsible and accountable for the safety and security of UNFPA personnel and the day-to-day security management functions allocated to the UNFPA Representative. The Assistant Representative will assist the UNDP Resident Representative/UNFPA Representative in fulfilling his or her security related responsibilities, including by way of active participation in the UN security management system at the duty station, internalization and implementation of security management decision. Decisions on access to and utilization of security related funding are to be confirmed with the UNFPA Regional Director as appropriate.

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1 According to the Agreement between UNFPA and UNDP entitled “Organizational Arrangements of UNFPA Country Office” of 22 February 1996, endorsed by the Executive Board of UNDP/UNFPA (as per decision 95/20 of 14 June 1995), by ECOSOC (as per decision 1995/231 of 13 July 1995) and finally by the General Assembly (as adopted in its decision 50/438, dated 20 December 2005), in country offices where there is no UNFPA Representative the UNDP Resident Representative is designated as the UNFPA Representative.
7.3 Local Security Assistant/Associate (LSA): The LSA post is approved for high risk country offices by the DED (M) on recommendations of the Security Coordinator in exceptional circumstances. The LSA reports to the representative through the international operations manager and supports day-to-day security operations. At the regional offices, where appointed, the LSA reports to the RSA and supports him/her in the implementation of United Nations and UNFPA security policies within the region.

7.4 Security Focal Points (SFP): The UNFPA representative is authorised to designate a country security focal point from amongst their senior personnel to assist in implementing the day to day security management functions on his/her behalf without abdicating/abrogating the responsibility and accountability of the representative. Detailed activities performed by the SFP are included in the document named “Guidelines for Security Focal Points”.

Sub/Project/Field Offices (S/FO)

7.5 Head of Office (HoO): UNFPA sub-offices, project offices and field offices constitute an integral part of the relevant UNFPA Country Office. The Representative is responsible and accountable for all matters relating to the safety and security of UNFPA personnel and eligible family members at the sub-office, project office and field office location, and the premises and assets of the sub-office, project office and field office. The UNFPA HoO of the sub-office, project office and field office reports to the Representative on matters of safety and security and assists the Representative in fulfilling his or her security related responsibilities.

7.6 When a sub, project or field office is located in an area that is designated as a security area with an appointed area security coordinator (ASC) and area security management team (ASMT), the HoO is a member of the ASMT (as applicable and determined at that duty station) and responsible to attend all ASMT meetings. This responsibility may only be delegated during an authorized absence of the HoO from the duty station and only to a substantive deputy/ officer-in-charge. ASMT members are required to undertake relevant security and crisis management training.

UNFPA Managers

7.7 Managers at all levels are responsible for ensuring that accurate records of all UNFPA International and locally recruited personnel and their eligible dependents, including short term personnel assigned to serve at the respective Division/Duty Station/Liaison Office, and their contact details in the event of an emergency are maintained in accordance with prevailing UN/UNFPA policies and procedures.

7.8 Ensure that all personnel and their eligible dependents under their responsibility comply with UNSMS/UNFPA security policies, procedures and under no circumstances instruct/request them to disregard security policies, procedures and regulations.
UNFPA Personnel

7.9 All UNFPA personnel are accountable to UNFPA and regardless of their level, have the responsibility to abide by all UNSMS and UNFPA security policies, guidelines, directives, plans and procedures. Detailed activities performed by UNFPA personnel are included in Annex I.

Special Appointments within the UNSMS

7.10 The responsibilities of UNFPA personnel appointed in writing to special security roles within the UNSMS such as designated official, ASC and wardens are included in the FoA.

Applicability

7.11 The UNFPA Security Management System (SMS) applies to all UNFPA personnel, their spouses and eligible family members. The UNFPA personnel include the following:

a. All staff members, JPOs including temporary staff in posts subject to international or local recruitment (except for those who are both locally-recruited and paid by the hour, i.e. casual employees such as cleaners, drivers, gardeners, etc.);
b. United Nations Volunteers (UNVs) assigned to UNFPA;
c. Consultants, individual contractors and other non-staff personnel with a contractual agreement with UNFPA when actually retained by UNFPA under a contract other than an employment contract, i.e. the letter of appointment, under the Staff Regulations of the United Nations.

Other individuals covered by this policy include:

a. Eligible family members (as determined by the United Nations Staff Regulations and Rules);
b. Personnel of Inter-governmental Organizations that have signed a Memorandum of Understanding (MOU) with UNFPA and their eligible family members to cooperate on security matters.

Conclusion

7.12 The Security Accountability Policy provides clear guidance on roles, responsibilities and accountabilities of UNFPA personnel within the UNSMS necessary to ensure the safety, security and well-being of UNFPA personnel and eligible family members, premises and assets. The roles and responsibilities of all actors for which they will be held accountable are included in Annex A.
Effective Date

7.13 The revised UNFPA Security Accountability Policy was reviewed by the Security Management Group (SMG) on 10 January and recommended for approval by the Executive Committee. The Executive Committee endorsed the revised Security Accountability Policy on 28 February 2013. It comes into effect as of on the date of its publication, 08 March 2013.

References:


C. Guidelines for UNFPA Security Focal Points.